Muhammad Mursi Akl

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Objective

Seeking a challenging internship in project management in a well-established organization where my educational and technical background and skills can be utilized and further enhanced.

Education

Bachelor engineering, Ain shams university (ASU),

Faculty of engineering. **Expected to graduate**: 2017.

Department: Civil engineering. **Major**: Public works.

General Secondary Education Certificate, Manara Boys' Arabic School. 2012

Grade: 97.8%.

Internships and trainings

Financial coordinator, Aldaby for construction and engineering consultancy DCC. Summer 2015

- Managed about +80,000 LE.
- Negotiated with about 5 different foremen about reducing their dues.
- Saved the targeted budget which was decided to be saved by the company CEO.
- Supervising a residential building project and a carpentry items in a mosque project progress and timeline.

Intern, Engineering consultants group ECG, UTW program. August – September 2014

- Drew construction elements "beams and columns" on AutoCAD on a villa project.
- Attended a Package of Non-technical session about communication and managerial engineering fields.

Trainee Engineer, Almarasem International for Development. July 2014

- Attended soil compaction works for a new extension for the building.
- Attended a ground reservoir handover and reinforcement check.
- Attended a Total station seminar.
- Attended pumping concrete in columns wood formworks.
- Checked reinforcement of flat slab with column head with drop panel.

Extra-curricular Activities

HR Recruitment Specialist, September 2015-Present

Mechanical, Electrical, Civil, Architecture Student Activity (MECA)

- Made about +35 One to one interviews, About 10 Panel interviews and about 6 Group discussions.
- Prepared a full job specifications to any of MECA participant vacancies.
- Responsible for a case-study team consists of 10 persons of MECA members and participants.
- Prepared an R&D effective research including a SWOT analysis to our current situation then and recommendations to develop some of the committee fields.
- Completed Project management sessions by EXXON MOBIL.

Organization Development Specialist, MECA 2014

- Prepared a full plan for All MECA Members development.
- Coordinating a Fundraising committee consists of 15 members and assisting with its head.
- Prepared a motivational plan for the committee.
- Conducted a one to one feedback for each member at the committee.
- Tracked members satisfaction and skill level.

Public Relations Specialist, MECA

- Hosted the Closing event at Fairmont Towers.
- Prepared and implemented an effective marketing plan for MECA official magazine MECAzine.
- Prepared a presentation on "How To Set Smart Goals?" in the presence of committee head and MECA main event project manager.
- Ushering for MECA Internship, MECA main technical event.
- Completed a pack of sessions given by ECG Company in MECA Internship.

Skills

Language: Arabic: Native language, English: Very good, Deutsch: Fair.

Computer: System experience and proficiency in operating system (Windows), Applications (MS Project, MS office, AutoCAD, Adobe Illustrator).